

MINUTES
Planning and Zoning Commission & Architectural Board of Review
City of Willoughby Hills, Ohio

July 19, 2018

CALL TO ORDER 7:00 P.M

PRESENT: Chairman Christopher Smith, Vice Chairman John Lillich,
 Councilman David Fiebig, Michael Kline and James Shannon.

ABSENT: Mayor Robert Weger and Jonathan Irvine.

ALSO PRESENT: City Engineer Pietro DiFranco, BZA Representative Frank Cihula

CLERK: Katherine Lloyd

MOTION: John Lillich moved to excuse the absence of Mayor Robert Weger and Jonathan Irvine from tonight's meeting.
 Seconded by James Shannon.
 Voice Vote: Ayes Unanimous.
 Motion Passes: 5/0.

Correspondence:

- Letter dated 7/11/18 from BZA to Mr. Patrick Faith RE: Case 2018-1 Decision – Patrick Faith at 2953 Rockefeller Rd.
- Email dated 7/3/18 from City Engineer DiFranco RE: Accessory Structure – Detached Garage at 2654 Bates Lane.
- Email dated 7/11/18 from City Engineer DiFranco RE: Lot Split at 2223-2245 River Rd.
- Email dated 7/13/18 from City Engineer DiFranco RE: Detached Garage at 2953 Rockefeller Rd.
- Email dated 7/3/18 from City Engineer DiFranco RE: Accessory Use- Attached Garage at 26806 White Rd.

Disposition of Minutes

Meeting of June 21, 2018

MOTION: Councilman Fiebig moved to accept the Minutes of June 21, 2018.
 Seconded by John Lillich.
 Voice Vote: Ayes Unanimous.
 Motion Passes: 5/0.

ARCHITECTURAL BOARD OF REVIEW

Public Portion opened at 7:01 P.M.

No Public Input.

Public Portion closed at 7:01 P.M

1.) Patrick Faith

Agent/Contractor: Jon Keeney

2953 Rockefeller Rd. – Detached Garage – PPN: 31-A-005-A-00-006-0

Plans received by City Engineer 5/10/18

Plans reviewed by BZA 7/10/18

Plans reviewed by City Engineer 7/13/18

Present: Patrick Faith.

Owner/Representative Comments:

A new 2-car 24' x 24' garage will replace the dilapidated 20' x 20' garage on the same site. It will have white vinyl siding, green architectural shingles and a white carriage door. It will match the house. Samples shown and photos of the house distributed.

City Engineer's Comments (DiFranco):

A variance was granted for the side yard setback. The existing garage is 10 feet off the property line. The new garage will also be 10 feet off the property line.

Board Comments:

(Lillich) The house gables are not finished off. Therefore, I have no suggestions for garage gables.

(Fiebig) How old are the shingles on the house? *They are about 8 years old.* They are holding their color? *Yes, they are. It did not come out on the photograph,*

(Shannon) What about electrical outlets? *Yes, there will be 3 electrical outlets. They are running electric.*

(Lillich) Those are attractive doors.

MOTION: John Lillich moved to approve the plans for the Detached Garage at 2953 Rockefeller Rd. as submitted.

Seconded by Councilman Fiebig.

Voice Vote: Ayes Unanimous.

Motion Passes: 5/0.

2.) Kristienne M. Rowlands & Regena L. Boyd

Agent/Contractor: N/A

Architect: Brian W. Keske, bwkdesign@earthlink.net

26806 White Rd. – Accessory Use – Attached Garage – PPN: 31-A-007-C-00-016-0

Plans received by City Engineer 6/21/18

Plans reviewed by City Engineer 7/3/18

Present: Kris Rowlands & Regena L. Boyd and Brian Keske (bwkdesign)

Owner/Representative Comments:

- Photographs of the house were passed around.
- They plan to build an attached 20x30 garage on the side of the house. It is a pole barn type structure. Because of the dampness of the grade, they did not want to put in a foundation.
- The front of the house has real steep pitch on the main house but the front porch has a 4:12 pitch. The garage will have the same 4:12 pitch.
- There is a connector between the house and the garage that will line up with the eave lines of the front porch and also some of the structure on the side. The pitch of the connector is raised up so it will be more visible.

- The color will match the existing siding of the house. It will have a blue metal to match the blue shingles on the house. All the trim will also be blue to match.
- Eventually they plan to put a metal roof on the house because of the trees.

City Engineer's Comments (DiFranco):

None

Board Comments:

(Smith) Those are nice drawings. I recommend that you insulate the metal roof to cut down on noise. *It's a garage intended to store a car.*

I thought you said you were going to do the house in metal?

Yes, but that roof is only 8 years old.

That will give you time to think about it.

(Lillich) The existing house is very attractive. What you are doing will enhance the whole thing. *Thank you. It is a 1930 Craftsman with original wood in it.* On the plans, it is difficult to see how the window, garage door and man-door are trimmed. We would like to see them trimmed the same as on the house. *Of course*

(Smith) You have open rafters in the garage so it stays vented? *Yes, it will be exposed. It will be rafters in the connector and trusses in the garage. The only place we need drywall is between the garage and the connector.*

MOTION: John Lillich moved to approve the plans for the Attached Garage at 26806 White Rd. as presented.
Seconded by Councilman Fiebig.
Voice Vote: Ayes Unanimous.
Motion Passes: 5/0.

3.) Virginia A. Frohwerk & Cheryl J. Morgan

Agent/Contractor: Joseph Calderwood, CM Consulting Group

2654 Bates Lane – Accessory Structure – Detached Garage – PPN: 31A-011-A-02-017-0

Plans received by City Engineer 6/22/18

Plans reviewed by City Engineer 7/3/18

Present: Joe Calderwood, architect (CM Consulting Group) representing the homeowner.

Owner/Representative Comments:

A new garage is being added to a structure that does not have a garage. The detached garage will be connected to the house with a breezeway. Eventually they will return for approval to enclose the breezeway. All materials, stone, shingles and colors will match to the existing home.

City Engineer's Comments (DiFranco):

None

Board Comments:

(Lillich) Technically it is not a detached garage. *It is connected.*

(DiFranco) Technically, the definition of 'attached' means that it shares a wall with the house.

(Smith) I like how you 'played' with the pitches of the roof. It is very appropriate and tasteful. *We wanted it to look like it was part of the original house.*

(Lillich) How old is the original structure? *I am not sure. It heard that it was a cottage that was remodeled about 10-12 years ago to the contemporary look of today.*

(Shannon) There are separate drains for the different slants? *Yes. Trim will be white? Yes, the garage door and everything will match. They will be white.*

MOTION: James Shannon moved to approve the plans for the Detached Garage at 2654 Bates Lane as presented.
Seconded by John Lillich.
Voice Vote: Ayes Unanimous.
Motion Passes: 5/0.

PLANNING COMMISSION

Public Portion opened at 7:18 P.M.

No Public Input.

Public Portion closed at 7:18 P.M.

1.) Thomas Karchefsky

Agent/Contractor: Thomas Const. & Dev., LLC

2223-2245 River Rd. – Lot Split - PPN: 31-A016-0-00-008-0

Plans received by City Engineer 7/10/18

Plans reviewed by City Engineer 7/11/18

Present: Tom Karchefsky.

Owner/Representative Comments:

- He took all of the Engineer's comments to Harry last week for him to address all of those things.
- He brought a copy of what he hand delivered to Tax Department at Lake County. They sent it back. Everything is good. He is waiting for the document that says 'approved by the County'.
- He will leave it for the Engineer in the 'Drop Box' at the Building Department. Otherwise, he will mail it.

(DiFranco) After approval today and as soon as he gets the pre-approved drawing from the County, he will be ready to proceed.

City Engineer's Comments (DiFranco):

There are two existing parcels. The applicant wants to split them into four parcels. The way he has it laid out complies with the Code. There are no issues. Approval is recommended.

Board Comments:

(Lillich) I see there were a number of outstanding issues and that, from what we are hearing tonight, they have been satisfied. Those will be some interesting parcels. *One of his sons is interesting building on one of the lots. His daughter and her husband are also interested in living there.*

MOTION: John Lillich moved that the Board approve the Lot Split at 2223-2245 River Rd. contingent upon the revisions recommended by The City Engineer.
Seconded by Councilman Fiebig.

Discussion:

(Karchefsky) The little white house on the single acre parcel will eventually be torn down.

Voice Vote: Ayes Unanimous.

Motion Passes: 5/0.

Additional Discussion:

(Karchefsky) They return the map and the paperwork?

(DiFranco) Yes, you will get one with the Pre-Approved Stamp on it.

UNFINISHED BUSINESS

None

NEW BUSINESS

Chairman Smith asked for the Board's discussion and opinion about having the Board just do reviews for commercial structures. He stated that Willoughby Hills is one of the only cities around that does approvals for garages and houses. The projects that do come the Board have the same comments, i.e. wrap the stone, do the window treatments, etc. He asks whether the Board can come up with a list of criteria for houses, garages (stand alone and attached) Take it off the Agenda. We would be like Willoughby and Mentor that do commercial structures, developments, etc. rather than have the Board approve each one individually.

(Shannon) You mean architectural as well as basic building requirement?

(Smith) It would be Architectural Board of Review. It would be purely the aesthetics of the houses, garages, etc.

(DiFranco) I tend to agree. North Olmsted only reviews commercial structures. Garage and houses are reviewed by the Building Commissioner. A guideline or certain standards can be developed. Any questions can be referred by email to the Chairman or Vice Chairman.

(Smith) The default could be referral to the Board if there is any question at all. For most situations, Mr. DiFranco is really good about looking for plan requirements to make sure the plans submitted are adequate. Lately the plans have been good. All the requirements are present. If something is needed, it is easy to see.

(Shannon) We would need provision for some sort of overview. If our Building Inspector would raise an issue, then we can check them. In our By-Laws we can oversee that.

(Fiebig) I agree. There are things we are always asking, like wrapping stone. If the applicant has that information ahead of time, they do not need to come here and we tell them the same thing. We could review what happens at the contact point and what information is given. The Board can review that. But architecture does change. We may want to review these things because things do change. I would hate to eliminate the Architectural Board of Review. Also, perhaps if we did that we could meet less often. You are all volunteers. A couple of us get a little bit of pay. If we met less often and there were bunches of projects, it would be more efficient and streamlined if all those things were already done.

(Shannon) That makes sense.

(Fiebig) We need something that is given at the contact point. What are they provided with?

(Lillich) Architects that deal with us regularly already know what we are looking for and it is already on the plans. There are issues with some architects and submitters. The plans have been sent back. We have had a reduced number.

(Smith) Some cities compiled a list that includes examples of what they expect in the way of drawings. It could be on the website.

(Shannon) Each of us could make a list of requirements and standards. All the lists would be considered at another meeting.

(Lillich) We need to see what the Charter demands.

(Fiebig) It would require a Charter change.

(Cihula) The Charter provides that the Architectural Board of Review:

"5.23 Purposes of the Board. The purposes of the Architectural Board of Review are to protect the value, appearance and use of property on which buildings are constructed or altered, to maintain a high character of community development, to protect the public health, safety, convenience and welfare and to protect real estate within the Municipality from impairment or destruction of value. Such purposes shall be accomplished by the Board by regulating, according to accepted and recognized architectural principles, the design, use of materials, finished grade lines, dimensions, orientation and location of all main and accessory buildings to be erected, moved, altered, remodeled or repaired, subject to the provisions of the zoning and building codes and other applicable ordinances of the Municipality. In reviewing, regulating and approving building plans the Board shall consider and take cognizance of the development of adjacent, contiguous and neighboring buildings and properties for the purpose of achieving safe, harmonious and integrated development of related properties.

5.24 Review of Plans and Specifications. No person shall construct, alter or relocate any building or erect any structure without first submitting detailed plans and specifications including representations of exterior appearance, to the Architectural Board of Review at the time of filing an application for a building permit. At the next regular meeting, not more than thirty (30) days after filing, the Board shall review and pass upon all drawings, data, reports and complaints filed with the Building Inspector, for the purposes set forth in this section. No plans shall be approved without the affirmative vote of a majority of the entire Board. The Board shall immediately notify the Building Inspector in writing of action taken in each instance, and no permit shall be issued by the Building Inspector unless plans and specifications thereof have been approved in writing by the Architectural Board of Review. All rejections of plans or specifications shall contain a written statement containing the reason or reasons for rejection."

(Shannon) You are saying that the Charter says this is already in place and the Board would have to change the Charter.

(Smith) It always goes back to Definitions of buildings, etc.

(Lillich) We do not need to change the Charter. It does not specify or demand regular meetings in a certain period. As long as it is presented to the Board, it does not say how it has to be presented

(Smith) We can all compile what we want the standards to be. We can all email them to Mr. DiFranco. He can consolidate them into a list. It can be passed around at a meeting for discussion. In the meantime, we can figure out the Charter.

(Shannon) I suggest we give it a month to give people time to think about it.

(Smith) Two meetings from this one we will discuss it.

(Fiebig) The general idea is reviewing, regulating and approving building plans. With that spirit of reviewing and regulating, to come up with a parameter that somebody can look at, but we are still empowered with the idea that we have to approve it. I don't know that we could just say it was done and it's approved. I think we, as a body, need to approve it.

(Shannon) Earlier we said that the Building Inspector would take a look at these requirements but the Board would maintain control the process and decision.

(Fiebig) I think that is the idea. It is a citizen body that approves its own city's building.

(Lillich) At one time we had a list with certain parameters. It may not be up to date.

(Fiebig) I remember seeing that.

(DiFranco) I think I have a copy of it. I will email it to the Board.

MAYOR'S REPORT

No Report.

COUNCIL REPRESENTATIVE'S REPORT (Fiebig)

There will be a Community-wide Willoughby Hills Garage Sale on Saturday, August 4th. Mr. Fiebig volunteered to keep a list and propagate that list. If anyone wants to have a garage sale and wants to be included on that list, let me know by phone or email.

BUILDING COMMISSIONER'S REPORT (DiFranco)

Mr. DiFranco reported some updates:

- The Loreto office building is under construction.
- Aspire Fitness Gymnasium – permit issued today. That will start soon.
- The house on Milann is ongoing. They had to get a variance for their septic system. It will be coming back.
- CSL Plasma Center submitted plans right away after Planning Commission approval. However, plans are on hold because one of the Board's conditions was the LaSalle Furniture remove their sign that was on the truck from the front parking lot. They removed the sign but the truck still there. LaSalle Furniture is still there.
- There are two new houses coming up soon:
 - One is at Maple Hill in the new subdivision
 - The other is Eddy Rd. Board already approved the house but the previous owner, Mr. Ruchnow backed out and sold to Mr. Marcellino.

Mr. Lillich reported that there is another lot for sale on Milann with a 30-ft frontage and very wide back by the river. Through the center of it when water comes up is a water course. That makes the back of the lot into an island. The problem is a variance for side yard clearance back at 100 feet. If a house was moved back further, it would be in the middle of a big depression that the river flows through. They may want to fill it but they can't do it. This will be a difficult lot to plan for.

CHAIRMAN'S REPORT (Smith)

No Report.

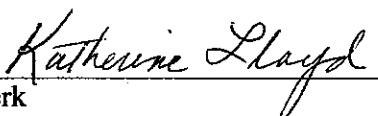
MOTION: Councilman Fiebig moved to adjourn the meeting.

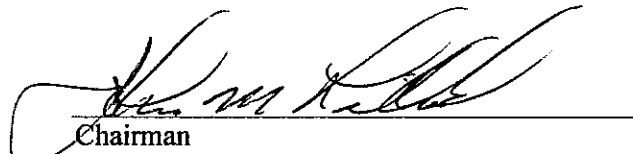
Seconded by John Lillich

Voice Vote: Ayes Unanimous.

Motion Passes: 5/0

Meeting Adjourned at 8:42 P.M.


Clerk


Chairman

2 Aug 2018
Date Approved